SAFE WORK METHOD STATEMENT Part 1

Company			
Company Name:	MCM Removals PTY LTD	Contact Name, Position and phone number:	Gill- Preetpal Manager 0433147932 https://www.melbournecitymovers.com.au/
ABN:	87601399295		
Address:	PO Box 1165, Craigieburn North 3064		
Project:	St Hilliers - Simpson Barracks		
Area: Job Address	Yallambie - Simpson Barracks		
Job Description:	Furniture Removals		

This SWMS has been developed in consultation with:

Name:	Signature:	Job Title:	Date:
Kuldeep Singh		Manager	28/07/2019

SWMS Approved by: Name: Gill-

Signatur

e: Dat 28/07/20

Personnel responsible for monitoring and managing a Rahul-

Rating After Controls		
Overall Risk	**4 A**cute	**3 H**igh
	2 Moderate	**1 L**ow

ALL PERSONS INVOLVED IN TASK MUST HAVE THIS SWMS COMMUNICATED TO THEM PRIOR TO WORK COMMENCING

- Regular inspections and observations will be conduc Rahul- _____to ensure SWMS is being complied with.
- Daily Tool Box Talks will be undertaken to identify, control and communicate additional site hazards.
- Work must cease immediately if incident or near miss occurs. SWMS must be amended in consultation with relevant persons.
- Amendments must be approvec Gill- _____ and communicated to all affected workers before work resumes.

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Personal Protective Equipment

Green 204

Foot Protection	High Visibility	Hand Protection	Breathing Protection

Day Operations – Normal Requirements:

Safety footwear, high visibility shirt or vest, sun protection if required), hand protection (gloves), breathing protection (as needed)

This SWMS covers removal of heavy items such as furniture from residential and commercial premises. This SWMS should be used in conjunction with the Manual Handling Training Module for Furniture removal and other SWMS as relevant (cranes, confined space entry etc).

Main hazards include:

- Manual handling
- Hit by moving vehicle
- Electric shock
- Slips, trips, falls
- Crushed by loads
- Laceration

Note: Ensure SWMS is made applicable to site and task as needed.

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Procedure (in	Possible Safety or Environmental	RB Responsible	Control Measures to Reduce risk		RA Officer
	NOTE: RB = Risk Rating **before** controls implemented - **RA** = Risk Rating **after** controls are implemented.				
Planning Injury:	Personal - Manual handling - Falls - Electric shock - Hit by moving vehicle - Slips, trips - Exposure to hazardous environment	**3H**	Liaise with client before arrival. Determine: - Suitable access for plant/equipment needed - Parking availability - Type of location (eg: residential, manufacturing plant) - Known hazards at location (eg: asbestos, lead, chemicals, unsafe electrical installations, uneven ground, high traffic or fall risks) - Types of objects to be handled/removed - Location of objects (eg: third story, no elevator etc) - Presence of: o Stairs o Slopes/ gradients o Pets or children, Other potential hazards Inspect site upon arrival. Check: - Presence of hazardous materials such as asbestos, lead, etc) - Load bearing capacity of support walls, ceiling, roof (if required to enter roof areas) - Height of work area - Access for equipment (including height access equipment) and materials - Power supply (if needed) - Location of existing services (overhead power lines heating, electrical leads, gas tanks etc) - Vehicle access - Traffic Management - Weather conditions (excessive wind/rain) - Lighting (consider extreme changes from interior to exterior during removals)		**1L** Rahul and Gautam

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Procedure (in [illegible]	Possible Safety or Environmental	RB	Responsible	Control Measures to Reduce risk		RA	Officer

NOTE: RB = Risk Rating **before** controls implemented - **RA** = Risk Rating **after** controls are implemented.

Preparation Injury:	Personal - Falls - Manual handling - Falls - Slips, trips, - Hit by moving vehicle	**3H**	Ensure suitable equipment for job. Examples: Work at heights: o Ensure scissor lift or step platforms are used. If ladders are only option, ensure they are industrial, good condition, set-up correctly and secured both top and bottom. o Where a roof pitch exceeds 35 degrees, do not stand on the roof. Work from a cherry picker, scaffold or travel restraint system. o If using travel restraint or fall arrestors, ensure harness and clips are compatible, anchor points have been assessed by qualified persons, training undertaken and emergency plan in place for rescue. o Manual handling. Provide equipment as appropriate. Examples: ▯ Powered pallet movers / pedestrian forklifts or other mechanical aids ▯ 2 to 6 wheel trolleys/dollies ▯ Stair /Carpet roll /chair / mattress trolleys as needed ▯ Dollies and custom moving aids as needed ▯ Tailgate loaders, Hydraulic tailgates and roller conveyors o Lifting equipment has suitable SWL. o Team-lifts as last resort. Ensure: ▯ All members of team-lift are matched	**1L**		Rahul and Gautam

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in size, skills, abilities		Each person carries max of 20kgs Lifts are planned and rehearsed

SWMS NO:	ACTIVITY :	REVIEW NO:	DATE:

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Preparation - continued	Personal Injury: - Falls - Manual handling - Falls - Slips, trips, - Hit by moving vehicle	**3H**	- Loading/transport **1L** o Ensure vehicle is suitable for loads – trucks, moving fans etc. Do not use boot of sedans. o Where cranes are used, ensure: ▯ Dedicated SWMS developed ▯ Suitable SWL ▯ Licensed operators ▯ Sufficient room ▯ Traffic Management plan in place ▯ Clear of overhead power lines, overhanging trees or other obstructions ▯ Lifting equipment (slings, chains, hooks) are suitable SWL, good condition and suitable for type of load o Vehicles fitted with hydraulic tailgate. Ramps have suitable SWL, attach securely to vehicle o Placarding for transport of chemicals or other signage as needed o Ensure vehicles equipped with emergency equipment: ▯ Spare tyre and procedures for changing tyres ▯ Traffic management cones, flashing lights, warning signs, high visibility clothing etc ▯ Communication equipment	Rahul and Gautam

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	First Aid kits,		tinguisher and emergency contact information		
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Procedure (in	Possible Safety or Environmental	RB Responsible	Control Measures to Reduce risk		RA Officer
	NOTE: RB = Risk Rating **before** controls implemented - **RA** = Risk Rating **after** controls are implemented.				
Pre-Operational Inspection	Personal Injury: - Vehicle accident - Laceration - Entanglement - Crushing - Hit by falling load - Electric shock		**3H** Inspect all equipment before use: **2M** - Lifting equipment: o SWL displayed o Operating controls labeled and functional o Chains, hooks, slings, strapping good condition and suitable SWL o Trolley wheels move freely o Brakes functional - Transport vehicles: o Sufficient fuel, oil, radiator fluid o Tyres good condition, correct pressure o Windows, mirrors clean, undamaged o Sufficient window wiper washer-fluid o Lights clean, working (including indicators, brake lights and hazards) o Brakes (including park brake) fully functional o Cabin clear of loose items o Mats/ flooring secured and clear of operating pedals o No loose clothing that may catch on controls o Vehicle serviced, registered and roadworthy o Hydraulic tailgates (if applicable) serviced and controls labeled/functional - Tools: o Guards in place o Electrical leads tested/tagged and inspected		Rahul and Gautam

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	Do not use any equipment/vehicles that may be unsafe. Report and immediately take out of service. Follow lock- out/tag procedures.		

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Procedure (in	Possible Safety or Environmental	RB	Responsible	Control Measures to Reduce risk		RA	Officer
	NOTE: RB = Risk Rating **before** controls implemented - **RA** = Risk Rating **after** controls are implemented.						
Transport	Personal Injury: - Crushing - Vehicle accident	**3H**		Plan safest routes for travel. Avoid: - Unmade, unsealed or rough roads - Peak traffic times - Steep gradients, low overhead clearances (bridges, trees, etc) - Sharp turns, round-a-bouts or other hazards Ensure: - Driver is licensed to operate type of vehicle. - Driver's license is current - Driver is not fatigued or under influence of drugs/alcohol - Drivers do not smoke in vehicle - Road rules are obeyed at all times. Consider use of speed limiting devices or speed alarms. - Sufficient time for travel is factored into job - Training provided for travelling in adverse conditions (rains, wind, fog, sun-glare, etc) - Consideration given to changed driving conditions when carrying full load (such as increased stopping distance) etc.		**2M**	Rahul and Gautam
Operation 2M		**3H**		Upon arrival, park vehicle is suitable location: - Eliminate need to cross roads whilst carrying loads (if possible) - Clear of uneven ground, pits, voids etc - As close to removal site as possible - Within parking restrictions of local council			Rahul and Gautam

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- Clear of overhead power-lines

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	NOTE: RB = Risk Rating **before** controls implemented - **RA** = Risk Rating **after** controls are implemented.					
Operation - continued	Personal Injury: - Manual handling - Hit by moving vehicle - Electric shock - Slips, trips - Falls - Aggression - Laceration - Puncture wound	**3H**		Assess traffic management requirements upon arrival. **2M** Provide equipment as needed: - Witches hats/ traffic cones - Caution signs - Spotters / Stop-Go operators - High visibility clothing - Ensure pedestrians are re-directed to suitable areas – not onto roadways. Plan removal: - Assess volume of materials to be loaded. - Select order of removal to eliminate double-handling - Choose suitable travel pathways (less distance as possible, flat, smooth ground surface etc) - Suitable access to/from building - Clear stored items from stairways, or travel path - Remove clutter, clean spills etc - Take into account weather conditions at the time (high winds, rain, wet floors, mud etc) - Liaise with client to ensure pets, children and other hazards are removed from travel pathway - Provide protection to prevent dirt/water damage to premises, however, ensure this does not pose tripping hazards during removal. - Ensure all electrical equipment has been unplugged and power is isolated to item. - Ensure sufficient number of workers to perform tasks		Rahul and Gautam

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(	i		umber of heavy items used, team-lifts and
l	t		repetitive tasks)
i		-	Select correct lifting/moving aids for type of
m	n		item to be removed.

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Procedure (in	Possible Safety or Environmental	RB Responsible	Control Measures to Reduce risk		RA Officer
	NOTE: RB = Risk Rating **before** controls implemented - **RA** = Risk Rating **after** controls are implemented.				
Operation - continued	Personal Injury: - Manual handling - Hit by moving vehicle - Electric shock - Slips, trips - Falls - Aggression - Laceration - Puncture wound		**3H** Remove items as required. **2M** Ensure regular rest breaks. Use caution when carrying bags as sharp objects can protrude. For packing: - Work between knee and shoulder height - Do not work in static positions for more than 30 minutes at a time or 2 hours over entire shift - Consider use of job rotation if required Loading vehicle: - Follow traffic management plans. Monitor work position. No standing behind reversing vehicles. - Use roller conveyor, hydraulic tailgate or secured ramps as applicable - Avoid standing on edge of tailgate or tray of vehicle - Ramp ends "marked Red" to be avoided at all times, when securing ramps with Vehicles. - Pack light items over heavy items - Ensure glass is turned inside - All handles/knobs covered - Hessian bags and pads are correctly positioned - Items are packed tightly, and secured for travel - Secure all lifting equipment /aids for travel - Do not store items in cabin of vehicle. Unloading: - Park in safe location - Check for loose, or shifted items before unloading. - Plan unloading process to eliminate double-handling		Rahul and Gautam

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Maintenance Injury:	Personal - Manual handling - Vehicle accident	**3H**	Ensure preventative maintenance program in place for all moving equipment. Note: Wheels must be able to move freely and smoothly, brakes functional and straps able to secure load, etc		**1L** Rahul and Gautam
Emergency Procedures	Personal Injury: - Numerous		Maintain all equipment / vehicles, as per manufacturers' instructions. **3H** Develop Emergency Plan for site. Include: **2M** - Emergency Contact details - First Aid officers and equipment - Responsible persons - Communication equipment - Assembly areas - Nearest medical facilities and contact details - Use of fire protection equipment		Rahul and Gautam

References:

OHS Legislation in all States
AS/NZS 3000 – 2007 – Wiring Rules
WorkSafe Victoria 2005 - Basic Steps to Preventing Falls from Heights
WorkSafe Victoria 2005 – Prevention of falls – Working on roofs
Safe Work Australia - National Code of Practice for the Prevention of Musculoskeletal Disorders Caused From Performing Manual Tasks (2007) WorkSafe Victoria 2005 – A Guide to handling large, bulky or awkward items
WorkSafe Victoria 2008 – Guide to safe work-related driving
DEIR, QLD: Health and Safety Information for Furniture Equipment movers

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SAFE WORK METHOD STATEMENT – Part 2

Personal Qualifications and Experience required for the job:	Duties and Responsibilities of those employees undertaking	Training Required to Complete the Work:
Driver’s license for transport vehicle License to perform high risk tasks for crane operation Formal training in Furniture Removal recommended.	Vehicles to comply with RTA requirements PPE to comply with relevant Australian Standards	Site-specific inductions. Training in this SWMS Safe driver training Safe use of lifting equipment / aids Manual handling safe work instructions and training Emergency procedures Occupational Health and Safety Act Occupational Health and Safety Regulations Codes of practice – Manual Handling

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Employee Sign-off

This SWMS has been developed through consultation with employees. I have read the above SWMS and I understand its contents. I confirm that I have the skills and training, including relevant certification to conduct the task as described. I agree to comply with safety requirements within this SWMS including safe work instructions and Personal Protective Equipment described.

Name Employer	Qualifications	Signature	Date	Time

9									
Name and initials									
Date									

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Signature: Date: